



# Corporate Cardholder Agreement

## Conditions of Use

The Corporate Visa Gold/MasterCard Gold  
And Corporate Classic Visa/MasterCard Standard (the "Corporate Card")  
is issued by The Hongkong and Shanghai Banking Corporation Limited  
(the "Bank") in the country (the "country")  
Where the Bank is located as specified below:

P.O Box 50  
Port Louis  
Mauritius

1. The person whose name is embossed on the Corporate Card (the "Cardholder") will sign the Corporate Card immediately upon receipt and will not permit any other person to use the Corporate Card.
2. The Corporate Card is the property of the Bank and will be returned to the Bank immediately by the Cardholder upon the Bank's request or upon termination of the Cardholder's present employment.
3. The Bank shall maintain a corporate account in respect of the Corporate Card (the "Corporate Card Account") to which the value of all purchases of goods and/or services and of all cash advances, fees and charges, effected by the use of the Corporate Card ("Card Transactions") and any other liabilities of the Cardholder arising under these Terms and Conditions and any loss incurred by the Bank arising from the use of Corporate Card or card number shall be charged and to which the value of credit vouchers issued in respect of the Corporate Card will be credited.
4. The Bank will not be liable for any act or omission of any merchant including without limitation any refusal to honour the Corporate Card or any defect or deficiency in any goods or services provided. Any claim or dispute which the Cardholder may have against or with a merchant shall not relieve the Cardholder of the obligation to pay the amount incurred hereunder the Bank without deduction. Any request by mail or telephone made by the Cardholder to the merchant for the supply of goods and/or services to be charged to the Corporate Card Account shall constitute authority for the merchant to issue a sales voucher for the amount to be charged and an acknowledgement that the sales voucher, if endorsed "Mail Order" or "Telephone Order" as the case may be, shall be treated as having been duly signed by the Cardholder.

5. When an airline ticket is booked with the Corporate Card, the amount will be charged to the Corporate Card Account. For any ticket subsequently cancelled, any refund will only be credited to the Corporate Card Account as and when received by the Bank from the airline.
6. The value of all Card Transactions will be charged to the Corporate Card Account in the currency of the Country (collectively referred to as the "Billing Currency") as advised by the Bank. Card Transactions which are effected in currencies other than the Billing Currency will be debited to the Corporate Card Account after conversion into the Billing Currency at a rate of exchange to be determined by the Bank from time to time.
7. Upon presentation of a valid Corporate Card at any member or associate member of the HSBC Group of companies or any member bank of Visa International/MasterCard International, the Cardholder shall be entitled to receive a Cash Advance in the domestic currency of the country in which such advances are made. Where an ATM facility has been incorporated in the Corporate Card, the Cardholder may use the Corporate Card to obtain Cash Advances (which shall be debited to the Corporate Card Account) at any Automated Teller Machine ("ATM") in the HSBC ATM network as well as participating ATMs linked to international card scheme networks or any other ATMs as advised to the Cardholder from time to time, the following additional Terms and Conditions shall apply:
  - a) The Cardholder shall accept full responsibility for all transactions processed by the use of the Corporate Card at any ATM that accepts it, and hereby authorises the Bank to debit the Corporate Card Account with the amount of any withdrawal or transfer effected by the use of the Corporate Card.
  - b) The Bank's record of transactions processed by the use of the Corporate Card at an ATM shall be conclusive and binding for all purposes.
  - c) The Bank shall not be responsible for any loss or damage arising directly or indirectly from any malfunction/failure of the Corporate Card or ATM arising out of the Cardholder's mistake, the temporary insufficiency of funds in such machines or otherwise howsoever.
8. The Cardholder must promptly notify the Bank's Card Services Department in writing of any changes in the Cardholder's or his/her employer's mailing address and telephone numbers.
9.
  - a) The Bank will upon receiving instructions from the Cardholder's employer, assign a Credit Limit to the Corporate Card which must not be exceeded without the Bank's written prior agreement.
  - b) If the cardholder exceeds the assigned Credit Limit without the Bank's written prior agreement the Bank may at its discretion cancel the Corporate Card immediately without notice to the Cardholder and all outstanding amounts will thereupon become immediately due and payable.
  - c) A fee will be charged to the Corporate Card Account by the Bank if a Cardholder exceeds the assigned Credit Limit, at a rate to be determined by the Bank.
10.
  - a) The Bank will send to the Cardholder, monthly, a Corporate Card Account statement detailing all Card Transactions effected during the month (the "Billing Period") and the current total amount outstanding ("Amount Outstanding") in respect of the Corporate Card and the date on which the Corporate Card Account statement is due for settlement (the "Payment Due Date").

Billing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Current Position \_\_\_\_\_  
Annual Salary \_\_\_\_\_

### Nominee's Signature

I request the issue of a Corporate Card from HSBC under the agreement between HSBC and the Company named above. I have read and agree to be bound by the Conditions of Use overleaf. You may send all information regarding the Card Account and statements direct to the company.

*Please sign on clear blank area with black pen*

X

### Employer's Authorisation

On behalf of the Employer, I certify that all the information in this application is true and correct in all respects and the Employer will be bound by the Corporate Cardholder Agreement from HSBC and will be liable for all transactions and charges incurred by use of the Card.

I request that a Corporate Card from HSBC be issued to the above staff with a credit limit of

\_\_\_\_\_

Name: \_\_\_\_\_

Signature of authorised officer  
(other than the Nominee) and  
Company seal

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**This agreement has been drawn up in three originals.**

#### Bank use

Main # \_\_\_\_\_

Card # \_\_\_\_\_ Verification \_\_\_\_\_